



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Reimbursement of Professional Dues and Organizational Memberships	AUTHORIZED BY:
POLICY : C-14	PAGE: 1 of 2
ISSUED: January 1, 1998	REVISED:

I. General Statement

This policy is established to define the guidelines for consistent payment of professional dues and organizational membership expenses based on the Statewide Policy for Reimbursement of Professional Dues and Organizational Memberships.

A. Individual License or Certification Fees

- (1.) This category includes the fee required by state or federal authorities for a license or certification that is required for the employee to specifically perform their job by law. When state or federal law does not require the individual to have the certification or license to perform the job function, this category is not applicable.
- (2.) The Office of Administration will not reimburse or directly pay individuals for the application or annual renewal fees when these licenses or certificates are required to perform the job by law. It is assumed that the license or certificate is a condition of employment and employees should pay this expense. Fees for licenses or certifications for employees in positions that do not require the license or certification as a condition of employment may be reimbursed or directly paid.

B. Individual Professional Association Dues

- (1.) This category includes the dues associated with membership in professional associations that are directly related to the work of the individual employee.
- (2.) The Office of Administration recognizes the need for individual employees to develop and improve professional or vocational skills. Many professional associations provide this enhancement through continuing education and interaction with other professionals working in the same field. The Office of Administration allows its employees to join these associations as members and will reimburse the employees or directly pay for this expense.
- (3.) The employee may request the reimbursement if he or she is a member in good standing and can demonstrate that the membership will result in direct and tangible benefits to the mission of the agency. Each division shall determine whether the particular association provides a meaningful benefit to their mission. Each association requested shall be reviewed and either approved or rejected based on this criteria. A division may establish a limit on the number of multiple organizations for which one of their employees can be reimbursed for professional dues. Employees shall not consider membership in any association as mandatory but should be at the employees request having satisfied the above conditions. When a particular profession has license fees and association dues that are not separable, reimbursement may be paid as "association dues" if requested and approved as above.

The authority for the approval of particular associations will be at the division level. Membership in recognized employee bargaining units or any group or association that competes directly with them shall not be reimbursed.



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C. Agency membership or dues in other organizations

- (1.) This category would include organization dues generally considered "agency dues" and may or may not require an individual to be named as the agency representative. These memberships could include any organization that has a direct or indirect interest in the mission of the agency.
- (2.) Divisions are authorized to reimburse or directly pay for agency memberships at their discretion when the membership will provide a direct or indirect benefit to the accomplishment of the mission of the division. The Commissioner shall assign individuals to represent the Office of Administration as requested by the organization and to receive membership benefits.